

POLICY 2022-03

TOWN OF CROSSFIELD SANITARY SEWER BACK UP ON PRIVATE PROPERTY POLICY

Purpose

The Town of Crossfield is responsible for maintaining sewer mains and manholes, which are located in public right of ways and Town owned easements. Property owners are responsible for maintaining sanitary sewer lines from their home to the property line.

The Town of Crossfield Operational Services Department makes a concentrated effort, through an intensive preventative maintenance program, to keep the sewer system in good state of repair. Occasionally, however conditions develop within the system that may cause sewage back up into a residence or business.

The purpose of this policy is to make clear that the property owner's or tenants responsibility concerning the sanitary sewer lines located on their property and the steps a property owner should take when sewage back up occurs into a residence or business.

Policy


As attached and titled Policy 2022-03 Sanitary Sewer Back up on Private Property Policy.

This Policy supersedes all previous Sewer Backups on Private Property Policies including 2012-04.

Adopted this 1 day of February



Mayor Kim Harris



Acting CAO/Director of Operations
Merel Jarvis

1.0 DEFINITIONS

- a. **Chief Administrative Officer** means the person appointed by Council to carry out the powers, duties and functions of the position of the chief administrative officer, or the person appointed by the chief administrative officer to act as his/her designate.
- b. **Director of Operations** is the manager of Operational Services who is responsible for the maintenance and up keep of the town services.
- c. **Owner** the person registered as the Owner of a property pursuant to the provisions of the Land Titles Act (Alberta) and shall include a person who is purchasing a property under an agreement for sale.
- d. **Service/Service Pipe** means that portion of a pipe constructed by an owner/developer and used or to be used for the collection of wastewater and extends from the structure on private property through to and including the connection device of the service pipe to the sanitary sewer main.
- e. **Sanitary Sewer Main** means the pipes, wires or other apparatus installed by the Town or developer for the Town located in the Town's public right of ways and/or Town owned easements for the conveyance of storm sewer and wastewater throughout the Town from which a service connection to private property may be connected.
- f. **Tenant** a person who is not an owner, but who is in legal possession of a property to which utility services are provided.
- g. **Town** means the Town of Crossfield and, where the context so requires, means the area contained within the boundaries of the Town of Crossfield.

2.0 Responsibilities and Procedures

OWNER/TENANT

- 2.1 A property owner or tenant is responsible for keeping the building sanitary service line free from blockages and clearing blockages between the structure(s) being served and the sanitary sewer main.
- 2.2 If sanitary sewer back up has damaged a property owner or tenant's property, the resident should take reasonable and prudent action to prevent further damage and correct the problem.
- 2.3 The property owner or tenant shall be responsible for securing the services of a qualified plumbing contractor if a blockage is identified.
- 2.4 It shall be the plumbing contractor's responsibility to investigate the sanitary sewer service lateral to determine the cause and location of the defect/blockage. The plumbing contractor shall be responsible for the necessary auguring, snaking and/or flushing of the line to the sanitary sewer main.
- 2.5 Should a blockage occur, it is the property owner or tenant's responsibility to have the line inspected by a sewer camera and a complete video of the inspection submitted to the Town of Crossfield operations department for review within 14 days of the incident
- 2.6 The property owner or tenant is responsible for paying the full amount of the plumbing contract invoice upon completion of the work in accordance to any agreements made between the property owner or tenant and the contractor. Those agreements are solely between the property owner or tenant and contractor and do not involve the Town of Crossfield.
- 2.7 If there is a pipe integrity issue such as a collapse or separation between the structure and property line, then the property owner or tenant is responsible for all repair costs.
- 2.8 In the event of a sanitary sewer back u, the property owner or tenant should contact their insurance provider to report the incident.

TOWN

- 2.9 Operational Services will provide the following ongoing maintenance:
- a. Annual schedule of cleaning and repair of system.
 - b. Documentation of areas of infiltration, root system interference, or other system deficiencies.
 - c. Recommendations for flushing/jetting of sanitary sewer main
- 2.10 Operational Services are experienced employees who may be able to suggest a solution to the problem, but are NOT authorized to enter and clear blockages on private property.
- 2.11 In the event a sanitary service line blockage has been reported to the town, Operational Services will check the sanitary sewer main and determine if the main is flowing.
- a. If the sanitary sewer main is not flowing, the main will be flushed by the Operational Services Department.
 - b. If the sanitary sewer main is flowing, the Town of Crossfield shall notify the property owner or tenant that it is their responsibility to obtain a certified plumber to investigate and unblock their sanitary sewer service line.
- 2.12 If it is determined that the cause of the problem was a stoppage in the sanitary sewer main, the town will take the necessary steps to determine the cause of the obstruction and steps will be taken as reasonably practical, and as resources and equipment become available to clear the blockage from the main.
- 2.13 If there is a service pipe line integrity issue such as a collapse or separation between the property line and sanitary sewer main, then the town is responsible for all repair costs.
- 2.14 In the event of a sanitary sewer back up an investigation will be completed by the Operations Department, a summary report of the incident investigation will be completed and placed in the applicable tax roll file.
- 2.18 Any costs incurred by the property owner or tenant that are proven to be the responsibility of the Town of Crossfield, will be reimbursed to the occupant upon the town receiving the necessary documentation, including but limited to invoicing, plumber report, any videos, pictures, etc.

3.0 Sanitary sewer service repair or replacement responsibilities



4.0 Sanitary Sewer Service Camera or Maintenance Responsibility

